



## **MRC Job Posting**

**POSTING DATE:** February 20, 2014

**JOB TITLE:** Human Resources and Community Relations Assistant (1 FT Variable)

**JOB ORDER:** 041

**HOURS:** 30+ hours weekdays (FT Variable Position)

**REPORTS TO:** Director, Human Resources and Community Relations

**JOB FUNCTIONS:** Position supports the agency human resources and community relations functions including talent acquisition, training and development, performance management, employee relations, compensation, benefits, safety, workers compensation, HRIS, marketing, public relations and fund development functions of the agency.

**DUTIES:**

### *Human Resources Related Duties*

1. Supports recruitment and selection by preparing and submitting job postings and ads, scheduling interviews, preparing interview packets, screening resumes, attending career fairs, conducting phone interviews, performing background and reference checks, and other duties related to recruitment.
2. Coordinates employee recognition programs.
3. Supports all benefits functions by fielding and researching employee benefits questions, processing employee paperwork, changes on benefits portals including new hires, terminations, FMLA, COBRA, pay increases, reconciling benefits bills, assembling new hire packets, conducting orientation and researching benefits questions.
4. Tracks employee performance reviews and communicates monthly with managers and supervisors.
5. Tracks employee training on the HRIS and ensures notification is generated regarding upcoming trainings.
6. Maintains all employee data on the Human Resources Information System (HRIS)
7. Maintains human resources and other content on the Intranet
8. Assists with compiling salary surveys, job descriptions and other compensation related items.
9. Maintains safety manuals; tracks and follows up on outstanding items.
10. Performs governmental reporting including the EEO-1 and VET-100 reports
11. Performs ad hoc reporting using the HRIS and other tools as requested by the Director, Human Resources and Community Relations
12. Files staff and client workers compensation claims with insurance company in a timely manner
13. Completes required worker's compensation documents and reports as required by law
14. Reviews client and staff I-9 Forms to ensure completeness and maintain I-9 and state new hire documentation book
15. Maintains employee files
16. Attends trainings as assigned

#### *Community Relations Related Duties*

1. Develops promotional materials such as brochures, flyers and business cards, and performs content updates on the MRC Website, MRC Intranet, Social Media and other media as requested.
2. Acts as back-up to Executive Secretary in maintaining Raiser's Edge database; generates reports and donor/sponsor communications
3. Assists with fundraising events such as the Kalamazoo Klassic

#### *Applicable to both Human Resources and Community Relations*

1. Participate in other duties as assigned by the Director, Human Resources and Community Relations

#### **KNOWLEDGE, SKILLS & ABILITIES:**

1. A minimum of a Bachelor's degree and one year experience in human resources or a related field OR 2 years of higher education and three years' experience OR five years' experience required.
2. Previous experience supporting marketing, public relations and/or fund development preferred.
3. Proficiency in Microsoft Word, Excel, Power Point and in maintaining content on web-based systems and social media required.
4. Proficiency in Adobe Creative Suite, Microsoft Publisher or other desktop publishing software preferred.
5. Demonstrated proficiency designing promotional materials preferred.
6. Excellent Interpersonal communication skills sufficient to interact positively with staff, clients, job candidates and community contacts required.
7. Must have analytical skills sufficient to note errors and exceptions and judgment to handle accordingly.
8. Excellent organizational and multi-tasking skills required.
9. Excellent attention to detail and quality and accuracy in work required.
10. Criminal records, driving and recipient rights screening required.
11. Valid Michigan driver's license, good driving record and the availability of licensed, insured vehicle for use on the job required.
12. Ability to maintain confidentiality of all employee and client information.

#### **WORK CONDITIONS:**

1. Office environment with noise from computers, copiers, telephones and staff and client interactions
2. Local travel in the community
3. Occasional weekend and evening hours for special events

#### **PHYSICAL REQUIREMENTS**

1. Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
2. Physical ability to work sitting for prolonged periods of time
3. Physical ability to work front of and view a computer terminal for prolonged periods of time
4. May occasionally required lifting up to 50 pounds
5. Must be able to work a regular full time work schedule

**PAY RANGE:** \$11.00 - \$15.95 per hour + full benefit package

**TO APPLY:** Apply Online via the Career Opportunities Page at [www.mrcindustries.org](http://www.mrcindustries.org) or <http://intranet.mrcindustries.org>

**DEADLINE:** Wednesday, March 5, 2014 at 5:00pm